

## MEMORANDUM

To: Town Department Heads & Committee Chairs  
From: Durland Van Voorhis Architects  
Date: August 2, 2006  
Subject: Virginia Blanchard Building Programming Survey

The Blanchard Reuse Committee, together with DVV Architects, is beginning a feasibility study on the reuse of the Virginia Blanchard Building. The project goals currently include preserving the building for future use, providing handicap accessibility throughout the facility, renovating the historic school, providing additional municipal office space, meeting and conference rooms. A new logical parking area and site circulation plan will also be part of the project.

Many of these same questions were asked during the work of the town hall space needs study. However, this survey will be a second chance to hear your ideas. We hope to finish the programming component of our work by mid to late September, in order to complete the feasibility study by early November 2006.

To begin the project, we are asking that current departments using the Town facilities complete the attached survey of their existing spaces, with the department head (if a regular employee) or the senior administrator in each department serving as the spokesperson. We expect that administrators will want to inform their board/commission about the survey; our main interest is in getting ideas from those who work daily (and nightly) in existing Town facilities, or might have a need for additional space in the Blanchard Building.

A few pointers for answering the survey:

1. Please provide a separate set of answers for each department, if you are responsible for more than one.
2. Begin each set of answers with the department name, the spokesperson's name, and the date.
3. Consider your department's expected needs for the next five years, in answering the questions.
4. Keep answers short, if possible (i.e. no need for complete sentences). Use diagrams if you like.
5. Please return to Jill Myers by August 18th. (If you come up with any additional ideas after that we will certainly accept supplements.)

Thank you for taking the time and making the effort to answer these questions. We hope to make it worth your time and trouble!.

Virginia Blanchard Building Programming Survey (Due August 18, 2006)

Department:   Date:

Office Spokesperson:

Tel:

Fax:

Email:

The purpose of the following questions is to help us better understand the functions and requirements of individual town departments. These answers will help inform the programming decisions of the Blanchard Re-use Feasibility Study.

For each proposed user of the Blanchard Building, please provide the following information for each of your existing spaces. Your descriptions should be in sufficient detail to identify the following:

Function (name)

General description of use

Size (if known)

Users (Public/Private)

Furnishings (desks, shelving, casework, etc.)

Seating

Equipment (computers, printers, copiers, etc.)

Adjacencies

Proximity to

Separation from

Other Requirements

Identify aspects of your existing spaces that you enjoy or feel are beneficial. These might include wonderful natural light, easy access to conference rooms, plenty of parking, etc.

Identify aspects of your existing spaces that you dislike or feel are detrimental. These might include lack of storage, not enough meeting spaces, lack of privacy/security, etc.